

U.S. Department of Defense

Patient Safety Program

Online Registration Center (ORC) Instructor Profile (for Course Coordinators)

03/24//2015

“Medically Ready Force...Ready Medical Force”



ORC Instructor Profile Access



- Before you gain access to the ORC, you must have from permission from your Service Lead
- The Service Lead will provide your name and email to the CE/ORC Team at pspcourses@bah.com
- You will receive an email from PSP COURSES with a link to your Instructor Profile
- Click on the link to get to the Instructor sign on page
- You sign on with your email address as your Instructor ID and the password in the email
- Link to the Instructor Profile Logon:
https://www.onlineregistrationcenter.com/trainer_login.asp?m=250
- **SAVE THIS LINK AS A FAVORITE as it is how you access all your modules**



Instructor Profile



- To access your personal profile, click My Profile at the top of the screen
- Information denoted with an ★ is mandatory
- Company is the name of the Military Treatment Facility (MTF) where you work
- Enter the State of the MTF
- Enter the Country of the MTF
- Your email is your login ID
- Biography is NOT the format for your bio/disclosure, that is addressed in a separate document sent to our accreditation partner
- Click Save to save your update

The screenshot shows the 'My Profile' form with the following fields and annotations:

- My Profile** (link at the top right)
- My Tools** (text on the right)
- Information in your profile below provides information to registrants and provides updated information to your administrator.**
- First Name *** (text input field, arrow from list item 2)
- Last Name *** (text input field, arrow from list item 2)
- City** (text input field)
- State/Province** (dropdown menu, arrow from list item 4)
- Company** (text input field, arrow from list item 3)
- Postal Code** (text input field)
- Country** (dropdown menu, arrow from list item 5)
- Address** (text input field)
- Email *** (text input field, arrow from list item 6)
- Password** (text input field)
- Phone** (text input field)
- Fax** (text input field)
- Biography** (text area, arrow from list item 7)
- Save** (button, arrow from list item 8)
- Cancel** (button)

My Modules



- After entering your email and password, you will be directed to the My Modules/Events page. From this page and you can access all the modules you have been added to.
- The Registered column shows how many students have registered. E.g. 0 of 50 means in that no one has registered for any of the 50 available seats.
- Click on the icon to the far right to access module management controls. If there is no icon shown for a line, there are no registrations in the module yet and thus no registrant data to access.
- Click on a module name to access that modules' registration page
- We do not use Confirmed mode so you won't see courses under the confirmed section

My Modules/Events

You are assigned to participate in the modules/events listed below. You will be notified as each module/event is confirmed.

Status: All Search: Filter Display All

Confirmed Modules/Events									
ID	Event	Name	Location	Price	Start Date	Closing	Registered	Status	Conf
Unconfirmed Modules/Events									
ID	Event	Name	Location	Price	Start Date	Closing	Registered	Status	Conf
2676	TIS 01.08.15.ma.ds	TeamSTEPPS Train the Staff January 8 2015	Fort Leonard Wood, M		1/8/2015	1/11/2015	0 of 50	Open	-
2864	TIS 12.11.14.ma.ds	TeamSTEPPS Train the Staff December 11 2014	Landstuhl, Germany		12/11/2014	12/18/2014	0 of 70	Open	-
		Basic Patient Safety Manager Course -	Falls Church, VA		11/8/2014	11/7/2014	37 of 40	Closed	-
3397	BPSM.110314.AUTO.sd	Basic Patient Safety Manager Course	Falls Church, VA		11/3/2014	11/7/2014	37 of 42	Closed	-
3398	BPSM.110314.AUTO.sd	Basic Patient Safety Manager Course -	Falls Church, VA		11/3/2014	11/7/2014	37 of 42	Closed	-
		CE AUTOMATION TEST			7/21/2014	8/8/2014	10 of 50	Closed	-
2846	CEAutoTest	CE AUTOMATION TEST			7/21/2014	8/8/2014	10 of 50	Closed	-
2974	PSLC.6.18.14.md	DoD PSP Patient Safety Learning Circle DoD Annual Quality and Patient Safety Awards Models of Excellence	Dial-in and DCO Connect I		6/18/2014	6/25/2014	58 of 90	Closed	-

Sign In Sheet



- The sign in sheet is printed and used daily to track attendance on-site.
- Click on Sign-In Sheet.
- Attendance must be verified by someone on-site each day of training with name, date and time attendance was taken
- To print: right click and select print
- Attendees must verify their information and, if necessary, make updates on the sheet and return to the Course Coordinator
- The email is where their CE certificate will be sent so it **MUST** be correct

Event Registration Management Since 1996

[My Modules/Events](#) [Feedback](#) [Instructor Enrollment](#) [My Profile](#)

My Tools

The List on the Left Provides You With Access to Various Reports and Features Assigned to Your Account

CE AUTOMATION TEST Module ID: 2846 Event ID: CEAutoTest

Monday, July 21, 2014

Attendance Validated By: _____

Date Validated: _____

Time Validated: _____

In order to receive your continuing education (CE) certificate, please note the following mandatory requirements. Failure to follow any of these will prevent you from receiving your CE certificate.

1. You **MUST** attend all contact hours of training and attendance will be taken daily to verify full participation. Departing early or arriving late will make you ineligible to receive CE credit.
2. You must complete and submit a post your course evaluation within 10 days of the course closure. Failure to do so will make you ineligible to receive CE credit.
3. You must have selected the correct type of CE certificate. If you have selected "None" or fail to select a type of CE, you will not receive CE credit.
4. We must have your correct email address. CE certificates are emailed after the course completes and after you have following the above requirements. If we do not have the correct email information, you will not receive the CE certificate.

The following data was pulled from your registration. Please review the following and, if corrections are necessary, please cross out the incorrect information and legibly write in the correct data.

Registrant _____ Monday, Jul. 21

Andrews Michael
TR250-1406145987486
dawal039@mac.com
Service: Navy
Type of CE Certificate: ANCC CNE (Nurses - Nurse Practitioners)

Andrews Michael
TR250-1406145851463
nhmichael.andrews@gmail.com

Track Attendance



- **Attendance must be tracked within 48 hours of course closure, failure to do so will make the course ineligible for CE credit**
- From the home screen, click on the icon to the far right to access module management controls and, once in the module, click on the Track Attendance tab on the left
- Check the box in the Attend. column for any attendee who was present at all contact hours (did not leave early, did not arrive late)
- Click Update Attendance to save all tracked attendance

Event Registration Management Since 1996

[My Modules/Events](#) [Feedback](#) [Instructor Enrollment](#) [My Profile](#)

My Tools

The List on the Left Provides You With Access to Various Reports and Features Assigned to Your Account

CE AUTOMATION TEST Module ID: 2846 Event ID: CEAutoTest

Monday, July 21, 2014

Name	Attend.	Transaction	City/State	Company	Date/Time	Method	Fee	Certificate
1. Andrews, Michael	<input checked="" type="checkbox"/>	TR250-1406145987486	Meredith, NH		7/23/2014 4:06:24 PM	-	\$0.00	
2. Andrews, Michael	<input checked="" type="checkbox"/>	TR250-1406145851463	Arlington, VA		7/23/2014 4:04:08 PM	-	\$0.00	
3. Andrews, Sue	<input checked="" type="checkbox"/>	TR250-1393959581497	Silver Spring, MD		3/4/2014 1:59:40 PM	-	\$0.00	
4. Dickson, Suellen	<input checked="" type="checkbox"/>	TR250-1393959481537	Rockville, MD		3/4/2014 1:58:00 PM	-	\$0.00	
5. Dorsey, Michael	<input type="checkbox"/>	TR250-1406207910146	Falls Church, VA		7/24/2014 9:18:27 AM	-	\$0.00	
6. Dorsey, Michael	<input type="checkbox"/>	TR250-1406207996353	Falls Church, VA		7/24/2014 9:19:53 AM	-	\$0.00	
7. Houser, Sean	<input checked="" type="checkbox"/>	TR250-1406145727801	McLean, VA		7/23/2014 4:02:04 PM	-	\$0.00	
8. Houser, Sean D.	<input checked="" type="checkbox"/>	TR250-1406145586029	Alexandria, VA		7/23/2014 3:59:42 PM	-	\$0.00	
9. Summers, Ashley	<input checked="" type="checkbox"/>	TR250-1406147431339	McLean, VA		7/23/2014 4:30:28 PM	-	\$0.00	
10. Summers, Ashley	<input checked="" type="checkbox"/>	TR250-1406147522453	McLean, VA		7/23/2014 4:31:59 PM	-	\$0.00	

[Update Attendance](#)

Final Roster



- Click on the Final Roster tab
- This will show you a final roster including:
 - Registrant Name
 - Email
 - Credit type
 - Service Affiliation

Event Registration Management Since 1996

[My Modules/Events](#) [Feedback](#) [Instructor Enrollment](#) [My Profile](#)

My Tools

The List on the Left Provides You With Access to Various Reports and Features Assigned to Your Account

CE AUTOMATION TEST Module ID: 2846 Event ID: CEAutoTest

Monday, July 21, 2014

Name	Email	Credit Type	Service
1. Andrews Michael	dawall039@mac.com	ANCC CNE (Nurses - Nurse Practitioners)	Navy
2. Andrews Michael	nhmichael.andrews@gmail.com	ACCME CME (Physicians - Physicians Assistants - Nurse Practitioners)	Air Force
3. Dickson Sue	suellen.dickson@gmail.com	ACHE (Healthcare Executives)	Not Applicable (I do not work with any of the above services)
4. Dickson Suellen	dickson_sue@bah.com	ACCME CME (Physicians - Physicians Assistants - Nurse Practitioners)	Not Applicable (I do not work with any of the above services)
5. Dorsey Michael	michael.dorsey.ctr@dha.mil	ACCME CME (Physicians - Physicians Assistants - Nurse Practitioners)	Army
6. Dorsey Michael	dorsey_michael@bah.com	ACCME CME (Physicians - Physicians Assistants - Nurse Practitioners)	Army
7. Houser Sean	sean.houser.ctr@dha.mil	ADA CERP (Dentists -Dental Technicians)	Navy
8. Houser Sean	Houser_Seian@bah.com	IACET CEU (Non-Specific Continuing Education Unit)	Not Applicable (I do not work with any of the above services)
9. Summers Ashley	summers_ashley@bah.com	ACHE (Healthcare Executives)	Not Applicable (I do not work with any of the above services)
10. Summers Ashley	ashleyvd.summers@gmail.com	ACCME CME (Physicians - Physicians Assistants - Nurse Practitioners)	Not Applicable (I do not work with any of the above services)

Final Roster by Credit



- Click on the Final Roster by Credit tab
- This will show you a final roster including:
 - Registrant Name
 - Email
 - Credit type
 - Service Affiliation
 - MTF
 - Email address
 - Attendance
 - Date of evaluation
 - Type of CE credit

Event Registration Management Since 1996

[My Modules/Events](#) [Feedback](#) [Instructor Enrollment](#) [My Profile](#)

My Tools

The List on the Left Provides You With Access to Various Reports and Features Assigned to Your Account

CE AUTOMATION TEST Module ID: **2846** Event ID: **CEAutoTest**

Monday, July 21, 2014

Registrant Name	Service	MTF	Email	Attended	Evaluation	Type of CE Requested
Andrews Michael	Navy	Navy - Naval Hospital Camp Lejeune - Camp Lejeune	dawall039@mac.com	Y		ANCC CNE (Nurses - Nurse Practitioners)
Andrews Michael	Air Force	Air Force - 31 Medical Group - Aviano AB	nhmichael.andrews@gmail.com	Y	7/23/2014 7/23/2014	ACCME CME (Physicians - Physicians Assistants - Nurse Practitioners)
Dickson Sue	Not Applicable (I do not work with any of the above services)	Not Applicable (I do not work at an MTF)	suellen.dickson@gmail.com	Y		ACHE (Healthcare Executives)
Dickson Suellen	Not Applicable (I do not work with any of the above services)	Army - Kirk ACH - Aberdeen Proving Ground	dickson_sue@bah.com	Y	7/23/2014 7/23/2014	ACCME CME (Physicians - Physicians Assistants - Nurse Practitioners)
Dorsey Michael	Army	Not Applicable (I do not work at an MTF)	michael.dorsey.ctr@dha.mil	N		ACCME CME (Physicians - Physicians Assistants - Nurse Practitioners)
Dorsey Michael	Army	Not Applicable (I do not work at an MTF)	dorsey_michael@bah.com	N		ACCME CME (Physicians - Physicians Assistants - Nurse Practitioners)
Houser Sean	Navy	Air Force - 31 Medical Group - Aviano AB	sean.houser.ctr@dha.mil	Y	7/23/2014 7/23/2014	ADA CERP (Dentists -Dental Technicians)

- CE compliance audit
- To export the data in this report, click on **Generate Report** and then an Export File will pop up
- Eval 1/Eval 2 columns show the date the evaluation(s) were completed
- Attended column shows a (1) if they attended all contact hours
- **Only registrants who have been tracked as having attended all contact hours of the course and have completed the evaluation will be eligible for the CE they selected**

My Tools

The List on the Left Provides You With Access to Various Reports and Features Assigned to Your Account

CE AUTOMATION TEST Module ID: 2846 Event ID: CEAutoTest

Monday, July 21, 2014

[Generate Export](#) Export File: [trx-250-1418063606882.csv \(2 Kb\)](#)

	Last Name	First Name	MI	Email	Eval 1	Eval 2	Attended	Service	Facility	Position	Type of CEU requested	Rph and Techs Birthda
1.	Andrews	Michael		dawall039@mac.com			1	Navy	Navy - Naval Hospital Camp Lejeune - Camp Lejeune		ANCC CNE (Nurses - Nurse Practitioners)	
2.	Andrews	Michael	R	nhmichael.andrews@bah.com	7/23/2014	7/23/2014	1	Air Force	Air Force - 31 Medical Group - Aviano AB		ACCME CME (Physicians - Physicians Assistants - Nurse Practitioners)	
3.	Dickson	Sue		suellen.dickson@gmail.com			1	Not Applicable	Not Applicable		ACHE (Healthcare Executives)	
4.	Dickson	Suellen		dickson_sue@bah.com	7/23/2014	7/23/2014	1	Not Applicable	Army - Kirk ACH -		ACCME CME (Physicians -	

Custom Field Report



- Shows responses to all custom fields used at the time of registration
- Feedback column shows the date the evaluation was completed
- Attended column shows a (+) if they attended all contact hours of the training
- Only registrants who have been tracked as having attended all contact hours of the course and have completed the evaluation will be eligible for the CE they selected
- To export the data in this report, click on Generate Report and then an Export File will pop up

My Tools

The List on the Left Provides You With Access to Various Reports and Features Assigned to Your Account

CE AUTOMATION TEST Module ID: 2846 Event ID: CEAutoTest

Monday, July 21, 2014

[Generate Export](#) Export File: [trn-250-1427227349893.csv \(7.9 Kb\)](#)

Last Name	First Name	Attended	Feedback	Cell Phone (with area code and only to be used in case of emergency)	Emergency contact name and phone number	What is your employment status? If you selected Other, please explain here	With which Service do you work (as an active duty member/civilian)
Andrews	Michael	+		6772648	6036772648	Federal Employee/Civilian	Navy
Andrews	Michael	+	7/23/2014	6036772648	6036772648	Other	Air Force
Dickson	Sue	+		5021080	3015021080	Other	Not Applicable (I do not work with any of the above services)
Dickson	Suellen	+	7/23/2014	5021080	3015021080	Contractor	Not Applicable (I do not work with any of the above services)
Dorsey	Michael					Contractor	Army
Dorsey	Michael					Contractor	Army
Houser	Sean	+	7/23/2014	3774996	7033774996	Federal Employee/Civilian	Navy
Houser	Sean	+	7/23/2014	7033079467	7033079467	Federal Employee/Civilian	Not Applicable (I do not work with any of the above services)
Summers	Ashley	+	7/23/2014			Contractor	Not Applicable (I do not work with any of the above services)
Summers	Ashley	+	7/23/2014			Contractor	Not Applicable (I do not work with any of the above services)

CE Audit Report



- Verify compliance on the mandatory CE requirements
- Select the date range of your module (e.g. the start date to 14 days after the course end date) to allow for submission of all evaluations
- Click filter to show the data on screen
- Click Generate Export to produce a CSV file

The screenshot shows a web application interface for the CE Audit Report. On the left is a sidebar menu with options: Return to Main, Billing Information, ACPE Credit Report, **CE Audit Report** (highlighted), Custom Field Report, Dukes Report, Evaluation Response, Final Roster by Course, Final Report, and Sign-In Sheet. The main content area has a header with 'My Modules/Events', 'Feedback', 'Instructor Enrollment', and 'My Profile'. Below the header is a section titled 'My Tools' with a sub-header 'The List on the Left Provides You With Access to Various Reports and Features Assigned to Your Account'. The main content area contains an 'Event Start Date Range' section with 'Start Date' and 'End Date' dropdowns set to 'December 31 2015'. Below these are 'Filter', 'Reset', and 'Generate Export' buttons. At the bottom, there is a table header with columns: ORC ID, Course Name, Course Date, Course Location, Total Credits, Last Name, First Name, MI, Email, Att, Feedback, Service Facility, CE Type, M.D. or D.O., DOB, NABP#, CE Sent, and a row of 'None' values.

Evaluation Response



- Shows the status of evaluation submissions and provides an opportunity to send out the post-activity evaluation to all registrants or one by one
- There are usually two columns as there are two opportunities to complete an evaluation
 - If the registrant has submitted an evaluation, a checkmark will show in the column
 - If the registrant has NOT submitted an evaluation, an envelope icon will show in the column
- To send evaluations to all registrants
 - Click the header box in the Feedback column
 - A confirmation will popup asking you if you want to send to ALL registrants
 - Click OK to send
- To send an evaluation to an individual registrant
 - Click the envelope icon in the person's row
 - A confirmation will popup asking you if you want to send to the one registrant
 - Click OK to send

Online Registration Management Since 1996

My Modules/Events Feedback Instructor Enrollment My Profile

My Tools

The List on the Left Provides You With Access to Various Reports and Features Assigned to Your Account

CE AUTOMATION TEST Module ID: 2846 Event ID: CEAutoTest
Monday, July 21, 2014

Feedback	Registrant Name	Email	Credit Type	Service	M.D. or D.O.
1	Andrews Michael	dawall03			
2	Andrews Michael	nhmicha			
	Dickson Sue	suellen.d			
	Dickson Suellen	dickson.s			
5.	Dorsey Michael	michael.d			
6.	Dorsey Michael	michael.d			
7.	Houser Sean	sean.houser.ctr@dha.mil			
8.	Houser Sean	Houser_Sean@bah.com			
9.	Summers Ashley	summers_s			
10.	Summers Ashley	ashleyd.su			

The page at https://www.onlineregistrationcenter.com says: x
Do you want to email the feedback request to ALL customers?
OK Cancel

The page at https://www.onlineregistrationcenter.com says: x
Do you want to email the feedback request to the customer?
OK Cancel

Evaluation Report



- To access the evaluations from the modules you manage, click on the Feedback option at the top of the screen
- Click the report icon to the far right to access the report screen
- Using the dropdown menu, select your course name from the list of all your modules. Only the modules you have access to will be seen.
- Select the date range (e.g. the start date to 14 days after the course closes to allow for all results to be in)
- To export the data into an CSV file, click on the Export Results button. You can then save it to an Excel file.
- Click View Report to see the results. The report is an anonymous summary report; no identifying names/data will be shown.

The screenshot shows the 'My Tools' interface. At the top, there are links for 'Feedback', 'Instructor Enrollment', and 'My Profile'. Below this is a section titled 'The following is a list of feedback reports available for your modules/events.' which contains a table of modules and their associated feedback reports.

Name	Set ID	Total Questions	Used*	Reports
UM Webinars - Utilization Management	250-1323701917155	13	3/14	[icon]
1 - CE Course Evaluation	250-1379522025535	32	1/6	[icon]
Activity Evaluation TeamSTEPPS		52	2/14	[icon]
RPSM Coach's Assessment Tool - 3 months/1-on-1	250-1366743543331	49	1/1	[icon]
My Modules/Events	Feedback	Instructor Enrollment	My Profile	
174370476	85			[icon]
739302867	37		4/31	[icon]
248000650	33		4/17	[icon]
519888506	44		5/32	[icon]
736559967	44		4/39	[icon]
823818569	44		6/41	[icon]
712670924	30		3/33	[icon]
067096592	9		33/17	[icon]
6033149617	15		1/21	[icon]
893161643	26		1/35	[icon]
603233039	26		1/42	[icon]
379604272	19		1/0	[icon]

The detailed report for 'Activity Evaluation TeamSTEPPS' as of Monday, December 08, 2014 @ 3:54:36 PM is shown below. It includes a 'Report Filter Criteria' section with dropdowns for 'Module/Event' (All), 'Received From' (June 23, 2010), and 'Received Until' (December 9, 2014). The 'Report Display Options' section has checkboxes for 'Display Counters', 'Display Percentages', 'Display Text Comments', 'Display Averages', 'Display Bar Graphs', 'Identify Text Comments', and 'Display Individual Feedback Results'. The 'Output Options' section has buttons for 'View Report' and 'Export Results'.

The 'Report Selection Criteria' section shows the 'Report period' as Thursday, May 08, 2014 to Saturday, May 31, 2014, with 'Total Responses' of 35 and 'Module' as TeamSTEPPS Train the Staff May 8 2014 (2851).

The report displays questions and answers with corresponding response counts and percentages. For example, question 2 asks for confidence in being able to 'clearly and accurately communicate with my team members' BEFORE this training activity. The responses are: Very Low (0.0%), Low (0.0%), Moderate (30.8%), High (43.6%), and Very High (25.6%). The average is 3.9 (20.0%).

Question 3 asks for confidence in being able to 'clearly and accurately communicate with my team members' AFTER this training activity. The responses are: Very Low (0.0%), Low (2.6%), Moderate (17.9%), High (46.2%), and Very High (33.3%). The average is 4.1 (20.0%).

Question 4 asks for confidence in being able to 'lead and coordinate team actions' BEFORE this training activity. The responses are: Very Low (0.0%), Low (5.1%), Moderate (20.5%), High (46.2%), and Very High (28.5%). The average is 3.9 (18.5%).



Questions?

Contact the Patient Safety Program CE Team at

pspcourses@bah.com